



## Memorandum

**To:** Bankruptcy Attorneys  
**From:** William Tanner, Clerk of Court, Bankruptcy Court, Middle District of Georgia  
**Subject:** Access Cards for Attorney Lounge, Macon Division July 1, 2011

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1. I am pleased to announce the opening of an Attorney Lounge, located on the first floor of our 433 Cherry Street, Macon, Georgia location. This memorandum establishes the policies for use of the Attorney Lounge and procedures necessary to gain access.

2. Access Procedures and Access Cards

a. The Attorney Lounge is available to any member of the Bar who is registered with this Court's CM/ECF system and regularly practices bankruptcy in the Middle District of Georgia.

b. Attorneys will obtain an Access Card Application form from the Clerk's Office Intake section or from the Clerk's Office internet website and return the form to the Clerk's office either via mail or hand delivery. In order to submit the application for approval, Attorneys will also submit with the application a copy of the Attorney's Bar Membership Card.

c. After the application is approved by the Clerk or his designated representative, the Attorney will be notified via phone or email that his or her Access Card is available for pick up at the Clerk's Office Intake section.

d. The Access Card will be programmed to only open the Attorney Lounge.

e. The Access Card is NOT TRANSFERRABLE and entry into the area is electronically monitored.

f. In the event an Attorney loses his or her Access Card, the Attorney will notify the Chief Deputy Clerk (see paragraph 5 for contact information) via phone or email as soon as possible indicating the circumstances surrounding the card loss. The Chief Deputy Clerk will then notify the Systems programmer to deactivate the card.

### 3. Restrictions on Use of the Attorney Lounge

a. Only Attorneys with Access Cards are permitted to use the Attorney Lounge. No clients are permitted in the Attorney Lounge due to the confidential nature of discussions Attorneys may have with their clients which would prevent other Attorneys from using the Attorney Lounge.

b. A telephone will not be placed in the Attorney Lounge by the Clerk's Office. Attorneys are welcome to use their cell phones in the Attorney Lounge but are reminded that the Attorney Lounge is considered a public location for purposes of confidentiality of conversations.

c. Neither Clerk Staff nor Court Security Officers (CSO's) have authority to access the Attorney Lounge and are specifically directed by the Clerk not to open the Attorney Lounge. If an emergency situation exists, the Attorney will notify the CSO of the emergency and the CSO will make the determination of whether or not to grant access. In the event the CSO is unable to make the determination, the CSO will contact either the Clerk or his designated representative for guidance.

d. Food and drinks are permitted in the Attorney Lounge. Attorneys are asked to pick up after themselves and leave the Attorney Lounge clean.

4. Attorneys are reminded that the Court is not responsible in any way for damage, theft, or other losses that may occur through use of the Attorney Lounge.

5. The Clerk of Court has the right to suspend or deny access to any Attorney. If an Attorney is suspended or denied access, the Clerk will notify the Attorney of the Access Card deactivation.

6. Questions regarding this document may be addressed to the Chief Deputy Clerk at (478) 749-6842 or via email at [Kyle\\_George@gamb.uscourts.gov](mailto:Kyle_George@gamb.uscourts.gov).

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA  
433 CHERRY STREET, MACON, GEORGIA 31201

APPLICATION FOR ACCESS CARD FOR THE MACON DIVISION ATTORNEY LOUNGE

NAME: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BAR ID NUMBER: \_\_\_\_\_

BAR MEMBERSHIP CARD ATTACHED? \_\_\_\_\_ YES \_\_\_\_\_ NO

By signing this document, I affirm that I have read and understand the Memorandum entitled  
“Access Cards for Attorney Lounge, Macon Division” dated June 28, 2011 and will abide by the  
memorandum’s directions and policies.

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

THIS FORM WILL BE PROVIDED TO THE CHIEF DEPUTY CLERK FOR ACTION

CLERK’S OFFICE USE ONLY:

BAR MEMBERSHIP VERIFIED? \_\_\_\_\_ YES \_\_\_\_\_ NO

CM/ECF STATUS VERIFIED? \_\_\_\_\_ YES \_\_\_\_\_ NO

ACCESS CARD NUMBER: \_\_\_\_\_

DATE ACCESS CARD ISSUED: \_\_\_\_\_